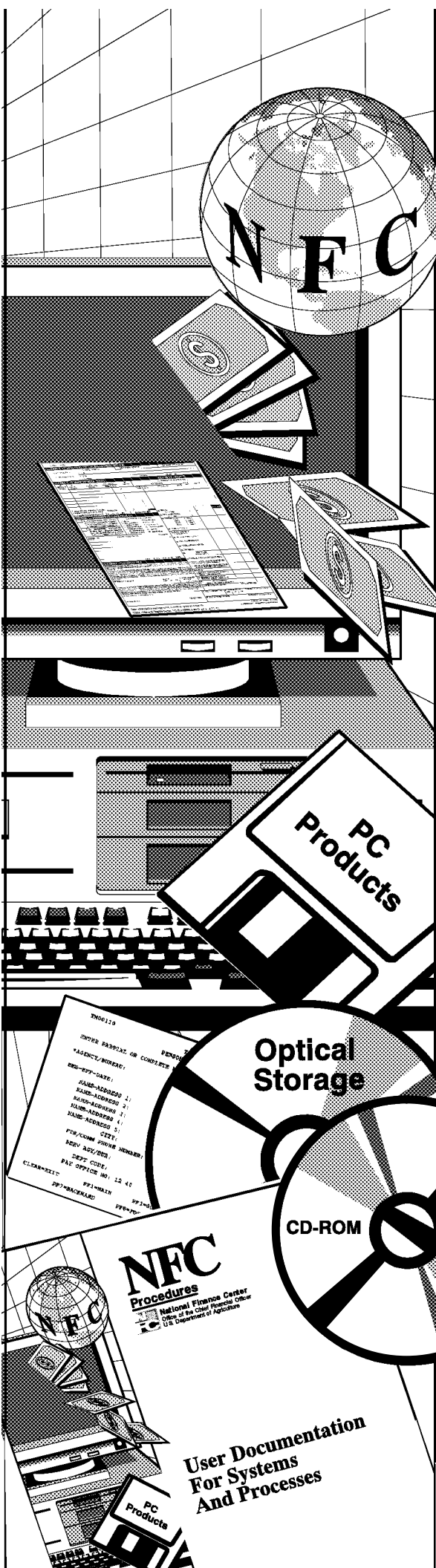# NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

September 1994

Locator Information System (LIST)

TITLE I
Payroll/Personnel Manual

CHAPTER 19
Locator Information System (LIST)

Table Of Contents

(reserved)

About This Procedure

This procedure provides instructions for accessing and operating the Locator Information System (LIST). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

The primary sections of this procedure are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The **Main Menu** gives instructions for selecting the main options.

Instructions for each **Submenu** and **Option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The screens for system menus and options are presented as figures within the text.

Exhibits include illustrations such as examples of forms, reports, and screens, or other graphic information.

Appendix contains LIST error messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments. Remove and insert amendment pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following conventions:

❑ Messages displayed by the system are printed in *italics*. Example: The message *Employee Successfully Modified* is displayed.

❑ Field specifications are also printed in italics. Example: **Dept** (department) *(required, alpha field; 2 positions)*. Key in the department code.

❑ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***D***.

❑ Figure references link the figures with the text. They are printed in a bold font as shown here. Example: The NFC Menu screen (**Figure 2**) is displayed.

❑ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF5].

❑ Optional actions at the end of a processing function are preceded by square bullets. Example:
To exit the system, press [Clear].

❑ Important extra information is identified as a note. Example: **Note:** If an employee is not in the data base...

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

For questions about the system (including help with unusual conditions), contact Information Center personnel at **504–255–5230.**

(reserved)

System Overview

The Locator Information System (LIST) procedure is an online data base management system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System.

System Capabilities And Interface

LIST provides agency personnel offices with locator data (building code, building abbreviation, building name and address, room number, mail room, office telephone number, home telephone number, and emergency contact information) on agency employees.

Basic personnel data on new employees (department, agency, social security number (SSN), employee name, personnel office identifier (POI), and organizational structure to the 4th level) is automatically added to LIST from the Payroll/Personnel System data base after the accession personnel actions are processed. This data is updated as needed each time the Personnel Edit Subsystem (PINE) runs.

The locator data is entered by authorized users after an employee is added to LIST and is updated by these users as needed. **Note:** To enter data, a user must have read-and-write access to the LIST data base. Read-and-write access allows the user to enter new data, change existing data, query, and generate reports. Users with read-only access can only query and generate reports. Contact your agency security officer to obtain the appropriate access. Data for a separated employee can be maintained for 90 days or for an indefinite length of time.

LIST data may be viewed online (by SSN, employee name, or organizational structure code) or in system-generated reports. Two methods are available for reporting LIST data: (1) predefined formatted reports are available through the LIST; (2) ad hoc reports are available through the FOCUS Reporting System. For detailed instructions on accessing FOCUS, see the FOCUS procedure.

System Access

To access LIST, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected to the mainframe computer located at OFM/NFC. This section provides access security information and gives specific sign-on/sign-off instructions.

Remote Terminal Usage And Security

LIST resides on the mainframe computer at OFM/NFC. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

To access LIST, display the NFC banner screen (**Figure 1**) on your terminal and respond to the prompts as follows:

[1] **Enter User ID** *(required, alphanumeric field; max. of 8 positions).* Key in your assigned user ID (e.g., NF999). Press [Tab].

[2] **Password** *(required, alphanumeric field; 6 to 8 positions).* Key in your password. Your password is not displayed on the screen. Press [Tab].

[3] **New Password** *(alphanumeric field; 6 to 8 positions).* If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

[4] **Enter Application Name** *(required, alphanumeric field; max. of 9 positions).* Key in *LIST* and press [Enter]. The LIST Menu screen is displayed, except when OFM/NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the main menu.

Note: You may also select Option 8, Directives Bulletin Board, on the NFC Menu, to view additional payroll/personnel related messages. (See Title VI, System Access Manual, Bulletin 94–1, Directives Bulletin Board, dated January 24, 1994.).

Instructions for using the LIST Menu begin on page 7.

Figure 1. NFC Banner Screen

Figure 2. NFC Menu

Sign-Off

To exit LIST, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 3**) is displayed. Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, in some instances, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.
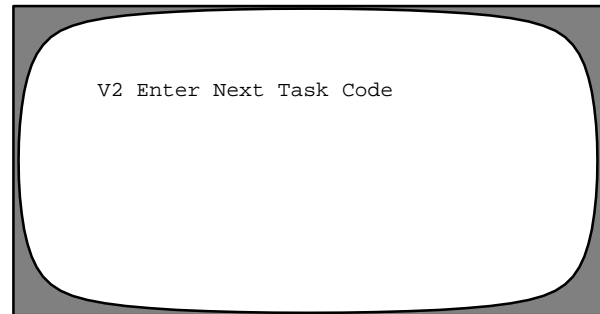


```
V2 Enter Next Task Code
```

Figure 3. Enter Next Task Code Prompt

Operating Features

This section describes the system's design and operating features.

System Design

LIST consists of on menu and four options for viewing, changing, and reporting data. The key field in each data record is the personnel office identifier (POI). This field is used to access data for a specific group and/or individual in the group.

Help Screens

Help screens are available for the key fields and the data elements displayed on the input screens. The Help screens display a narrative description for each field.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated. See the **Appendix** for a list of edit error messages.
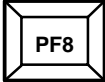
Function Keys

Function keys include program function keys and other function keys. Program function keys are used to execute functions and display specific screens in the system. They are usually identified by [PA] *(program attention)*, [PF] *(program function)*, [SF] *(special function)*, [SP] *(special program)*, or [F] *(function)*, depending on the equipment being used. Other function keys are [Enter], [Clear], and [Tab]. For instructions on your equipment usage, see the manufacturer's operating guide.

In LIST, applicable function keys are displayed at the bottom of the LIST menu screen and in the upper right-hand corner of the other screens. All keys in the system are described below:

PF1 — Used to display the Query Group of Locator Records screen at the LIST menu screen.

Used to display the previous screen at the Building Code Search screen, JCL Selection Criteria screen, and Employee Name Search screen.

PF2 — Used to display the Query Employee Locator Record screen at the LIST menu screen.

PF4 — Used to display the Change Employee Locator Record screen for users with read-and-write access at the LIST menu screen.

PF5 — Used to display the Help screen.

PF7 — Used to scroll up through the list of data at the Query Group of Locator Records screen, the Building Code Search screen, and the Employee Name Search screen.

PF8 — Used to scroll down through the list of data at the Query Group of Locator Records screen, the Building Code Search screen, and the Employee Name Search screen.
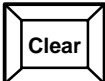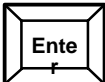
PF9 — Used to display the Locator Report Listing screen.

PF10 — Used to sort employees by social security number at the Query Group of Locator Records screen.

Used to display the Building Code Search screen at the Change Employee Locator Record screen.

Used to display the Employee Name Search screen at the Query Employee Locator Record screen.

Clear — Used to clear the screen to exit the system.

Enter — Used to submit the change or specify report for output.

Tab — Used to move the cursor from one field to the next.

LIST Menu

After you access LIST, the LIST menu (**Figure 4** or **Figure 5**) is displayed. The LIST menu varies based on the user's access authority. The screen displayed to users with read-and-write access (**Figure 4**) shows four options: Query Group, Query Employee, Change, and Reports. The screen displayed to users with read-only access (**Figure 5**) shows all of the options above, except the Change option.

Below is a brief description of each option.

1 Query Group. Used to view the locator data for a group of employees.

2 Query Employee. Used to view an individual employee's locator record.

3 Change. Used to enter new data or change existing data. This option is available only to users with read-and-write access.

4 Reports. Used to print specific reports.

To select an option, press the applicable PF key. The screen for the selected option is displayed. Instructions follow for using the system options.

Figure 4. The LIST Menu *(for users with read-and-write access)*

Figure 5. The LIST Menu *(for users with read-only access)*

Query Group

This option is used to view the locator data for a group of employees in a specific department, agency, personnel office identifier (POI), and organizational structure.

To select this option, press [PF1] at the LIST menu screen (**Figure 6**) is displayed.

Complete the fields as follows:

1 **Dept** (department) *(required, alpha field; 2 positions)*. Key in the department code.

2 **Agency** *(required, alphanumeric field; 2 positions)*. Key in the agency code.

3 **POI** *(required, numeric field; 4 positions)*. Key in the personnel office identifier.

4 **Org–Structure 2–4** *(required, numeric field; 8 positions)*. Key in the organizational structure to the 4th level.

After completing the applicable fields, press [Enter]. An alphabetical list of the employees is displayed.

• To view the list in social security number sequence, press [PF10]. Press [PF10] to return to the alphabetical list.

• To scroll up through the list of social security numbers, press [PF7]. To scroll down through the list, press [PF8].

• To view the Help screen, press [PF5].

```
                 -=-   QUERY GROUP OF LOCATOR RECORDS    -=-
DEPT  1   AGENCY  2    POI  3       PF2=QUERY     PF7=UP      PF10=SORTSSN
ORG-STRUCTURE 2-4                   PF4=CHANGE    PF8=DOWN    ENTR=PROCESS
   4                                PF5=HELP      PF9=REPORT  CLR=EXIT
   EMPLOYEE              SSN        HOME PHONE      OFFICE PHONE    BLD-CD    ROOM
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000
                      000000000

      ***  FILL IN THE REQUIRED FIELDS FOR A GROUP YOU WANT TO QUERY   ***
```

Figure 6. Query Group Of Locator Records Screen

Query Employee

This option is used to view an individual employee's locator record or search for an employee's record by employee name.

To select this option at any point in LIST, press [PF2]. The Query Employee Locator Record screen (**Figure 7**) is displayed.

Viewing An Employee Record. To view an individual employee's locator record, complete the fields as follows:

☐1☐ **Dept** (department) *(required, alpha field; 2 positions).* Key in the department code.

☐2☐ **Agency** *(required, alphanumeric field; 2 positions).* Key in the agency code.

☐3☐ **SSN** (social security number) *(required, numeric field; 9 positions).* Key in the employee's social security number.

After completing the applicable fields, press [Enter]. The employee's locator record is displayed.

● To query another employee's record, key in the social security number and press [Enter].

Searching For An Employee Record. To search for an employee's record by employee name, press [PF10]. The Employee Name Search screen (**Figure 8**) is displayed. Complete the fields as follows:

☐1☐ **Dept** (department) *(system generated, alpha field; 2 positions).* This field is system generated. If the employee is in a different department, key in the appropriate department code.

☐2☐ **Last Name** *(required, alpha field; 19 positions).* Key in employee's full or partial last name.

☐3☐ **Page** *(system generated, numeric field; 4 positions).* This field is system generated. If there are multiple pages of employee names, you can specify a page instead of scrolling through the list of employee names.

```
                   -=-   QUERY EMPLOYEE LOCATOR RECORD          -=-
KEY INFORMATION:
  DEPT  1      AGENCY  2                  PF1=GROUP     PF10=NSEARCH
  SSN    000000000  3                    PF4=CHANGE    ENTR=PROCESS
                                         PF5=HELP      CLR=EXIT
                                         PF9=REPORT
  EMPLOYEE INFORMATION:
   1.NAME (LAST FIRST MI)
   2.POI          3.ORG STRUCTURE (2-4)
   4.BUILDING CODE              5.ROOM NUMBER
     BUILDING ABBR              6.MAIL ROOM
     BUILDING NAME
     ADDRESS

   7.OFFICE PHONE      (    )      -        EXT
   8.HOME PHONE        (    )      -
  EMERGENCY CONTACT INFORMATION:
   9.NAME (LAST FIRST)
  10.PHONE NUMBER      (    )      -        EXT
  11.RELATIONSHIP                        12.DELETE INDICATOR
 ***  FILL IN KEY INFORMATION OR PRESS DESIRED PFKEY         ***
```

Figure 7. Query Employee Locator Record Screen

```
              -=-   EMPLOYEE NAME SEARCH    -=-
 *********************************************************************
  DEPT  1                  PF1=PREV    PF4=CHANGE   ENT=PROCESS
  LAST NAME  2             PF2=QUERY   PF5=HELP     CLR=EXIT
 *********************************************************************
    DEPT  LAST NAME          FIRST NAME     MI   AGCY   POI



                                        PAGE : 0001  3
 *********************************************************************
   SCROLL LISTING WITH PF7 AND PF8 KEYS OR SELECT A RECORD WITH AN (X)
 *********************************************************************

  ***   ENTER FULL OR PARTIAL NAME THEN PRESS <ENTER> ***
```

Figure 8. Employee Name Search Screen

After completing the applicable fields, press [Enter]. A list of employee names is displayed showing the department, last name, first name, middle initial, agency code, and personnel office identifier for each employee.

- To scroll forward through the list of employee names, press [PF8].

- To scroll backward through the list of employee names, press [PF7].

- To query an employee's locator record, tab to the employee name and key in any character. Press [Enter] or

[PF2]. The Query Employee Locator Record screen is displayed showing employee locator information for the selected employee.

- To query an individual record at the Query Group of Locator Records screen, tab to the employee name and press [PF2]. The Query Employee Locator Record screen is displayed showing the department, agency, and SSN for that employee.

- To view the Help screen, press [PF5].

Change (Add/Change)

This option is used to enter new data or change existing data. This option is available only to users with read-and-write access. After an employee's accession personnel action has been processed and applied to the Payroll/Personnel System data base, the employee's record is added to LIST. The agency should then enter the employee's locator record information to LIST. The building abbreviation, name, and address are generated from the building code established in Table 096, Department Building Codes, of the Table Management System (TMGT). For detailed instructions on accessing TMGT, see the TMGT procedure. Once an employee's locator data has been established in LIST, you can enter additional information or change existing information. **Note:** Only users with read-and-write access can add and/or change LIST locator data. Department, agency, SSN, employee name, POI, and organizational structure cannot be changed using LIST. Changes to these fields must be made through the Payroll/Personnel System data base.

• To enter new data or change existing data, press [PF4] at any point in the system. The Change Employee Locator Record screen (**Figure 9**) is displayed.

Adding New Data. To add new data, complete the fields as follows:

Key Information:

Dept (department) *(required, alpha field; 2 positions).* Key in the department code.

Agency *(required, alphanumeric field; 2 positions).* Key in the agency code.

SSN (social security number) *(required, numeric field; 9 positions).* Key in the employee's social security number.

After the employee data is displayed, complete the fields as follows:

1   Name (Last First Mi). This field is system generated.

2   POI. This field is system generated.

3   Org Structure (2–4). This field is system generated.

4   Building Code/Building Abbr/Building Name/ Address *(optional, alphanumeric field; 6 positions).* Key in the building code. The building abbreviation, name, and address are system generated. If the building code is not in the data base, the error message *Invalid Building Code* is displayed. Valid codes are available in Table 096, Department Building Codes.

5   Room Number *(optional, alphanumeric field; 5 positions).* Key in the office room number.

6   Mail Room *(optional, alphanumeric field; 7 positions).* Key in the appropriate mail room information.

7   Office Phone *(optional, numeric field; office phone – 10 positions, extension – 5 positions).* Key in the office telephone number including area code and extension number.

8   Home Phone *(optional, numeric field; 10 positions).* Key in the home telephone number including area code.

```
              -=-   CHANGE EMPLOYEE LOCATOR RECORD     -=-
          KEY INFORMATION:
           DEPT        AGENCY                    PF1=GROUP   PF10=SEARCH
           SSN   000000000                       PF2=QUERY   ENTR=PROCESS
                                                 PF5=HELP    CLR =EXIT
                                                 PF9=REPORTS
          EMPLOYEE INFORMATION:
           1.NAME (LAST FIRST MI)
           2.POI       3.ORG STRUCTURE (2-4)
           4.BUILDING CODE        5.ROOM NUMBER
             BUILDING ABBR         6.MAIL ROOM
             BUILDING NAME
             ADDRESS


           7.OFFICE PHONE   (    )    -        EXT
           8.HOME  PHONE    (    )    -
          EMERGENCY CONTACT INFORMATION:
           9.NAME (LAST FIRST)
          10.PHONE NUMBER   (    )    -        EXT
          11.RELATIONSHIP               12.DELETE INDICATOR

     ***  FILL IN KEY INFORMATION OR PRESS DESIRED PFKEY     ***
```

Figure 9. Change Employee Locator Record Screen

Emergency Contact Information

9 Name (Last First) *(optional, alpha field; last name –
17 positions, first name – 12 positions).* Key in the name,
last name first, of emergency contact person.

10 Phone Number *(optional, numeric field; phone
number – 10 positions, extension – 5 positions).* Key in
the telephone number including the area code and exten-
sion number of emergency contact person.

11 Relationship *(optional, alpha field; 10 positions).*
Key in the relationship to the employee of the emergency
contact person.

12 Delete Indicator *(optional, alpha field; 1 position).*
Key in *D* or *K*, or leave blank. When entering new data for
an employee, leave this field blank. *D* is automatically
displayed in this field after an employee's separation
action is applied to the Payroll/Personnel System data
base. This signifies that the record will be deleted 90 days
after the date of separation. To override this code and
maintain the separated employee's record in LIST for an
indefinite length of time, key in *K* over *D*. To remove the
separated employee's locator record from LIST at a later

date, key in *D.* The record will remain for 90 days after
the date of separation.

Changing Existing Data. To change existing data at the
Change Employee Locator Record screen (**Figure 9**),
complete the Dept, Agency, and SSN fields as previously
instructed and press [Enter]. The employee's locator
record is displayed. Press [Tab] to move to the fields to be
changed. After all necessary changes are made, press
[Enter]. The message *Employee Successfully Modified* is
displayed.

• To change data for another employee, repeat the pro-
cess for changing existing data.

• To view the Help screen, press [PF5]..

• To search for a building code or building name, press
[PF10]. The Building Code Search screen (**Figure 10**) is
displayed. Enter all or part of the building code at the
Code prompt and press [Enter]. A list of available build-
ing codes and building names is displayed. To scroll for-
ward through the list of building codes and building
names, press [PF8]. To scroll backward through the list,
press [PF7]. To return to the previous screen, press [PF1].

```
                      -=-   BUILDING CODE SEARCH     -=-
   ***********************************************************************
                                           PF1=PREVIOUS     PF8 =DOWN
    CODE :                                 PF5=HELP          ENTR=PROCESS
                                           PF7=UP            CLR =EXIT
   ***********************************************************************
    BUILDING CODE      BUILDING NAME




                                                     PAGE : 0001
   ***********************************************************************

   ***   ENTER FULL OR PARTIAL BUILDING CODE THEN PRESS <ENTER>          ***
```

Figure 10. Building Code Search Screen

Reports

Reporting Through LIST. This option is used to print specific reports. To select this option, press [PF9]. The Locator Report Listing screen (**Figure 11**) is displayed.

At the Enter Selection prompt, key in the number for the report to be printed and press [Enter]. The Job Control Language (JCL) Selection Criteria screen (**Figure 12**) is displayed. Complete the fields as follows:

1 User Identification *(required, alphanumeric field; 15 positions).* Key in the user name to appear on the JCL.

2 Remote Destination *(required, alphanumeric field; 16 positions).* Key in the printer number where the report is to be printed.

3 Job Name Character *(required, alphanumeric field; 1 position).* Key in any letter *(A–Z)* or number

(0–9) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to *C*.

4 System Output Class *(required, alpha field; 1 position).* To direct the report to a designated printer, key in *A*. To view the report at the terminal, key in *X*. If no entry is made, the system defaults to *A*. For detailed instructions on viewing reports at the terminal, see the Interactive System Productivity Facility (ISPF) procedure.

5 Number Of Copies *(required, numeric field; 1 position).* Key in the number of reports needed (1–5). If no entry is made, the system defaults to *1*.

6 Department Code *(required, alpha field; 2 positions).* Key in the department code.

7 Servicing Agency *(required, alphanumeric field; 2 positions).* Key in the servicing agency code.

```
                      -=- LOCATOR REPORT LISTING -=-

                                         PF1=GROUP      PF5 =HELP
                                         PF2=QUERY      ENTR=PROCESS
                                         PF4=CHANGE     CLR =EXIT


            1 ORGANIZATIONAL STRUCTURE LISTING

            2 ALPHABETICAL LISTING

            3 SEPARATION REPORT

            4 MISSING EMERGENCY CONTACT INFORMATION REPORT

            5 MISSING BUILDING INFORMATION REPORT

            6 UPDATE LOG REPORT

                                         ENTER SELECTION 1


    ***   MAKE SELECTION OR PRESS DESIRED PFKEY   ***
```

Figure 11. Locator Report Listing Screen

```
                -=-   JCL SELECTION CRITERIA  -=-
                                                    PF1 =PREVIOUS
  1  USER IDENTIFICATION        : 20 20 SMITH       PF5 =HELP
  2  REMOTE DESTINATION         : U1                ENTR=SUBMIT
  3  JOB NAME CHARACTER         : C                 CLR =EXIT
  4  SYSTEM OUTPUT CLASS        : A
  5  NUMBER OF COPIES           : 1
  6 -=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-
  6  DEPARTMENT CODE            : AG
  7  SERVICING AGENCY           : 90
  8  PERSONNEL OFFICE ID.       : 5317
  9  AGENCY CODE                : 90
 10  ORGANIZATION 2ND LEV       : 70
 11  ORGANIZATION 3RD LEV       : 20
 12  ORGANIZATION 4TH LEV       : 1010
 13  FROM DATE (YR MO DA)       : 00 - 00 - 00
 14  TO DATE (YR MO DA)         : 00 - 00 - 00

    ***   A REPORT WILL BE SUBMITTED   ***
```

Figure 12. JCL Selection Criteria Screen

8 Personnel Office ID *(required, numeric field; 4 positions).* Key in the POI.

9 Agency Code *(required, alphanumeric field; 2 positions).* Key in the agency code.

10 throu 12 **Organizational Structure** *(required, numeric field; 8 positions).* Key in the organizational structure code to the 4th level.

13 **From Date (Yr Mo Da)** *(required, numeric field; 6 positions).* Key in the beginning date of the time period that you wish the report to cover (for Update Log Report only).

14 **To Date (Yr Mo Da)** *(required, numeric field; 6 positions).* Key in the ending date of the time period that you wish the report to cover (for Update Log Report only).

After completing the applicable fields, press [Enter] to submit the job for output. The message *A Report Will Be Submitted* is displayed indicating the job is submitted for output.

• To request another report, press [PF1]. The Locator Report listing screen is displayed. Key in the report number at the Enter Selection prompt and press [Enter]. The JCL Selection Criteria screen is displayed, showing the data that was keyed in for the last request. Change the appropriate fields and press [Enter].

• To exit the system, press [Clear].

• To display the Help screen, press [PF5].

• To return to the previous screen, press [PF1].

Reporting Through FOCUS. LIST is defined to the FOCUS Reporting System. For detailed instructions on accessing FOCUS, see the FOCUS procedure.

After accessing FOCUS, the Main Data Base Menu screen is displayed. Select Option 1, Payroll/Personnel Systems, and press [Enter].

The Payroll/Personnel Data Base Menu screen is displayed showing two selections used to retrieve Payroll/Personnel and LIST data: Payroll/Personnel (PAYPERS) and Locator Information (LOCATOR).

To obtain a list of the FOCUS element names used in ad hoc reporting for the LOCATOR file, see Bulletin 87–1, FOCUS Listings Print Utility, dated May 8, 1987 (Title VI, Chapter 5, Section 4).

Exhibits

Exhibit 1

Organizational Structure Listing

Report Number: LIST001

Brief Description: Provides an alphabetical list of employees by organizational structure whose locator records are in LIST. It also provides the office room number, building code., building abbreviation, building name and complete address, mail room, work and home telephone numbers, and emergency contact information. If the employee is separated, the separation date appears on the report.

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department, agency, POI, organizational structure to the 4th level

```
  REPORT ID: LIST001              ORGANIZATIONAL STRUCTURE LISTING                     PAGE    1
                                         AS OF XX/XX/XX


  DEPT      :DJ                                    ORG 2ND   :12      EXE OFC FOR IMMIGRATION REVIEW
  POI       :1800                                  ORG 3RD   :03      OFC OF THE CHF IMMIG JUDGE
  ORG AGCY  :12       HEADQUARTERS COMPONENTS (DOJ)   ORG 4TH   :0204    NEWARK FIELD OFFICE


  NAME                        SSN          ROOM#   BLD-CD/ABBR   BLDG NAME                    SEP DATE
    ADDRESS1                            ADDRESS2                 MAIL ROOM
    WORK PHONE       HOME PHONE                     BLDG CITY    STATE   BLDG ZIP            STATUS
    EMERGENCY CONTACT          EMG PHONE       RELATIONSHIP
  ------------------------------------------------------------------------------------------------
  DOE, JANE R                 000-22-6677       300NJ0108     FOB REGION 3 BLDG              XX/XX/XX
  970 BROAD ST
  (555)344-9999   (555)222-9999                  NEWARK        NJ      07102-0000
  JOHN DOE                    (555)222-8888    HUSBAND
```

Exhibit 2

Alphabetical Listing

Report Number: LIST002

Brief Description: Provides an alphabetical list of locator employees for the department requested. It also provides the organizational structure, POI, office room number, building code, mail room, building abbreviation, work and home telephone numbers, and emergency contact information.

Primary Sequence: Department

Sequence Of Data: Employee name

Available Distribution Levels: Department

```
REPORT ID: LIST002              ALPHABETICAL LISTING - AS OF XX/XX/XX                        PAGE    1
                                DEPARTMENT:    AG


   NAME         SSN       ORG STRUCTURE      POI    BUILDING LOCATION                PHONE NUMBERS
------------------------------------------------------------------------------------------------

 DOE, JANE    000119999   90-70-40-0030     5317   ROOM#     2000      MAIL ROOM:    WORK    (221) 222-4444
                                                   BLDG CODE:  VA0301  BLDG ABBR: OST  HOME    (222) 555-9999
                                                   ONE SKYLINE TOWER              EMERGENCY    (555) 222-8888EXT 444
                                                   5107 LEESBURG PIKE             CONTACT     JOHN DOE

                                                   FALLS, VA  22041 0000           RELATIONSHIP:    HUSBAND
```

Exhibit 3

Separation Report

Report Number: LIST003

Brief Description: Provides an alphabetical list of employees within an organizational structure whose separation actions have been processed through PINE, applied to the Payroll/Personnel System data base, and updated in LIST.

Primary Sequence: Department

Sequence Of Data: Employee name, organizational structure

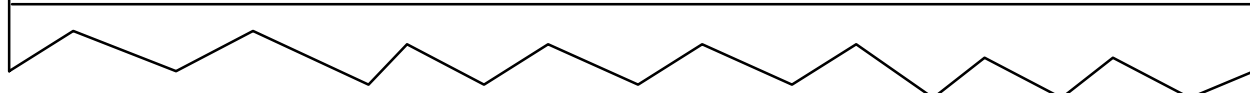**Available Distribution Levels:** Department, agency, POI, organizational structure to the 4th level

```
 REPORT ID: LIST003                        SEPARATION REPORT                              PAGE    1
                                            AS OF XX/XX/XX


   DEPT       :DJ                                          ORG 2ND    :12    EXE OFC FOR IMMIGRATION REVIEW
   POI        :1800                                        ORG 3RD    :03    OFC OF THE CHF IMMIG JUDGE
   ORG AGCY   :HC     HEADQUARTERS COMPONENTS (DOJ)        ORG 4TH    :0204  NEWARK FIELD OFFICE



   NAME                SSN          WORK PHONE    HOME PHONE      ROOM#    MAIL ROOM     BLDG CODE/ABBR     STATUS
        BLDG NAME                   BLDG CITY        STATE     BLDG ZIP     SEP DATE
   -----------------------------------------------------------------------------------------------------------

   DOE, JANE R         000-22-8888  (555)344-9999 (555)222-9999  2545                    VA0301     /OST  XXXXXX
        ONE SKYLINE TOWER           FALLS CHURCH     VA         22041-0000  XX/XX/XX
      5107 LEESBURG PIKE
```

Payroll/Personnel Manual
Locator Information System

Exhibit 4

Missing Emergency Contact Information Report

Report Number: LIST004

Brief Description: Provides an alphabetical list within organizational structure of the locator employees whose emergency contact information has not been entered in LIST. It also provides the work telephone number, the office room number, mail room, the building code, building abbreviation, the building name and complete address.

Primary Sequence: Department, POI, agency

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department, agency, POI, organizational structure to the 4th level

```
REPORT ID: LIST004                 MISSING EMERGENCY CONTACT INFORMATION REPORT                    PAGE    1
                                             AS OF XX/XX/XX

DEPT       :DJ                                    ORG 2ND   :12      EXE OFC FOR IMMIGRATION REVIEW
POI        :1800                                  ORG 3RD   :03      OFC OF THE CHF IMMIG JUDGE
ORG AGCY   :HC     HEADQUARTERS COMPONENTS (DOJ)  ORG 4TH   :0100    IMMEDIATE OFFICE


NAME                     SSN        WORK PHONE    ROOM NUMBER    MAIL ROOM      BLDG CODE      BLDG ABBR
   BLDG NAME             ADDRESS                                 BLDG CITY           STATE     BLDG ZIP
          BUILDING LINE TWO
   -----------------------------------------------------------------------------------------------------

SMITH, JANE R            000-22-6677  (300)999-8888  2545           VA0301                       OST
   ONE SKYLINE TOWER     5107 LEESBURG PIKE                        FALLS CHURCH     VA       22041-0000
```

Exhibit 5

Missing Building Information Report

Report Number: LIST005

Brief Description: Provides an alphabetical list within organizational structure of the locator employees whose building code and building name and address have not been entered in LIST. It also provides the work telephone number for those employees.

Primary Sequence: Department, POI, agency

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department, agency, POI, organizational structure to the 4th level

```
REPORT ID: LIST005                  MISSING BUILDING INFORMATION REPORT                      PAGE    1
                                           AS OF XX/XX/XX

DEPT        :DJ                                      ORG 2ND    :06     ASST INSP GEN - INVESTIGATIONS
POI         :1800                                    ORG 3RD    :50     NORTHERN REGIONAL OFFICE
ORG AGCY    :IG      OFF OF INSPECTOR GENERAL (DOJ)  ORG 4TH    :0100   CHICAGO FIELD OFFICE


NAME                        SSN                 WORK PHONE
-----------------------------------------------------------------------------------------------------

DOE, JANE                   000-55-6666         (300) 555-8888

SMITH, JOHN                 000-66-9999         (400) 777-9999


TOTAL EMPLOYEES       2
```

Exhibit 6

Update Log Report

Report Number: LIST006

Brief Description: Provides an alphabetical list within organizational structure of locator record that have been updated in LIST during a specified period. It also provides the user ID of the person who made the online change. The type of change column indicates if the change was made online or processed through Payroll/ Personnel batch update.

Primary Sequence: Department

Sequence Of Data: Employee name, organizational structure

Available Distribution Levels: Department

```
REPORT ID: LIST006               UPDATE LOG REPORT     FROM: XX/XX/XX  TO: XX/XX/XX                    PAGE   1
                                      AS OF XX/XX/XX

DEPT        :DJ                              ORG 2ND      :06     EXE OFC FOR IMMIGRATION REVIEW
POI         :1800                            ORG 3RD      :43     COMPUTER SERVICES STAFF
ORG AGCY    :IG     OFF OF INSPECTOR GENERAL (DOJ)   ORG 4TH   :0200   COMPUTER SVC STAFF - ROCKVILLE




                                   TYPE OF        DATE
EMPLOYEE-UPDATED          SSN      CHANGE         CHANGED          UPDATED BY
------------------------------------------------------------------------------------------------

SMITH, JOAN              000-11-9988    ONLINE     XX/XX/XX         NF999

WILLIAMS, GEORGE         000-22-7788    BATCH      XX/XX/XX         NF000
```

Appendix

Appendix
Page 1

LIST Error Messages

A Valid Day Must Be Entered

A Valid Month Must Be Entered

A Valid Year Must Be Entered

Agency–Code And POI Not Compatible

Agency–Code Is A Required Field

Agency–Code Is Not Valid

Agency–Code Not Found

Agency–Code Not Matched Agency–TB

Department–Code Is A Required Field

Emergency Number Exchange Must Be Numeric

Emergency Phone Area Code Must Be Numeric

Emergency Phone Extension Must Be Numeric

Emergency Phone Number Must Be Numeric

Employee Already Exists - Check Key Fields

Employee Record Cannot Be Deleted

Employee Record Not Found

Employee Record Not Found – Check Key Fields

Employee Records Not Found

Error Finding Employee – Check Key Fields

Error Finding Employee – Check Security

Error Obtaining Employee – Check Key Fields

Error Obtaining Table Record

Error On Modify – Please try Again

Error Storing New Employee – Please Retry

Home Phone Area Code Must Be Numeric

Home Phone Exchange Must Be Numeric

Home Phone Number Must Be Numeric

Index Key Not Found – Check Key Fields

Invalid Building Code

Invalid Security Level request

Invalid Subschema Request

Last Name Is A Required field

Locator records Not Found

No Changes Were Made – Make Changes Then Press <Enter>

No Matches Were Encountered

Number Of Copies Must Be From 1 To 5

Office Phone Area Code Must Be Numeric or (FTS)

Office Phone Exchange Must be Numeric

Appendix
Page 2

LIST Error Messages *(cont'd)*

Office Phone Extension Must Be Numeric

Office Phone Number Must Be Numeric

Organization 2nd Lev Is A Required Field

Output Class Of "A" Or "X" Required

Personnel Office Identifier Is A Required Field

POI Is A Required Field

Printer Identification Required

Request Denied – Security Violation

SSN Must Be Entered

SSN Must Be Numeric

SSNO Is A Required Field

Select A Valid Option Or Desired PF Key

Servicing Agency Is A Required Field

Unable To Ready Table

User Identification Required

2nd-Lev Is A Required Field

3rd-Lev Is A Required Field

4th-Lev Is A Required Field

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.